

CLASS TITLE:

**ASSISTANT DIRECTOR,
WORKERS' COMPENSATION &
SELF INSURANCE
(DLT)**

Class Code: 02530400

Pay Grade: 38A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Under the jurisdiction of the Director of Labor and Training, to be responsible for the planning, organization, supervision and direction of the Division of Data Collection, Workers' Compensation Administrative Fund and the RI Self Insurance program in the Department of Labor and Training in accordance with the provisions of the Workers' Compensation Act: and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Labor and Training with wide latitude for the exercise of initiative and independent judgement; work is subject to review for compliance with departmental policies, objectives, rules and regulations and the provisions of the Act and pertinent state laws.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of a subordinate technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Under the jurisdiction of the Director of Labor and Training, to be responsible for the planning, organization, supervision, and direction of the Division of Data Collection; assessments and collections for the Workers' Compensation Administrative Fund; and organization, planning, supervision and direction of the RI Self Insurance Program of the Department of Labor and Training in accordance with the provisions of the Workers' Compensation Act.

To determine and ensure that all benefit payments for disability, death or occupational disease are made in accordance with established amounts, as well as with the rules, regulations and provisions governed by the Workers' Compensation Act.

To advise and/or consult with the Director on issues relating or pertaining to the administration of the Division of Data Collection and Self Insurance Program of the Department of Labor and Training.

To monitor and evaluate all division services to ensure and improve the effectiveness of such services.

To be responsible for the examination of employer requests for approval to self-insure under the Act and make recommendations to the Director to approve or deny such requests.

To review financial surety of all types and advise the Director on proper coverage that must be in place for initial and renewal of the entire Self Insurance Program; in addition to determine and collect the restricted receipt accounts for the Self Insurance Program of the Department of Labor and Training.

To monitor those employers who self-insure for compliance with the Act and the terms of the approval to self-insure.

To confer with other departmental officials for guidance and assistance in preparation of reports and other data on the application and interpretation of policies, standard and laws.

To prepare analyses and reports for the use by the Director in order to evaluate the efficiency and effectiveness of current program of current program operations, policies and procedures.

On behalf of the Director, to validate all forms of agreements and such other forms as may be required.

To oversee the operation and maintenance of a data collection program and to upgrade systems and supervise program changes as the RI law may require.

To recommend purchases and expenditures for the division in accordance with the budget appropriation of the division .

To recommend personnel changes within the division.

To enforce personnel rules and the merit system law of the State of Rhode Island as it pertains to employees reporting to the Administrator.

To prepare forms, supervise education classes and certify any personnel of Self Insurers, third party advisors and adjusters for compliance with RI Workers' Compensation Law and procedure in order to properly handle RI Workers' Compensation adjusting for RI certified Self Insurers.

To compile, monitor, adjust and public records for all Self Insurers in the RI Workers' Compensation system.

To advise all RI Self Insurers on Excess Coverage, surety and claims matters and to advise Self Insurers in RI on all pertinent rules and regulations of the Department of Labor and Training regarding RI Self Insurance.

To monitor the administration of the instruments of surety to include, but not limited to; Bonds, Letter of Credit, Deposits, Treasury Bills, Treasury Notes, Various Financial Portfolios and other instrumentalities; to prepare for and inform the Director of the need and use for technical Trust, Escrow and/or Self Insurance Agreements.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of the Workers' Compensation Act and the ability to apply such knowledge of the in the supervision and administration of a program involving the determination of and/or eligibility for Workers' Compensation benefits, laws, rules and regulations; the ability to plan, organize, supervise and review the work of a subordinate technical and clerical staff; the ability to establish and maintain effective working relationships with others; the ability to review and evaluate the service provided and recommend changes to improve such services; the ability to prepare written reports; a thorough knowledge of the financial instruments necessary for a Self Insurance Program; through knowledge of Workers' Compensation Insurance policies to include excess coverage and the General Liability coverage available in the market; a thorough knowledge of Bonds and the Workers' Compensation markets; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a colleges of recognized standing with specialization in Business Administration, Management, Economics, Finance, or other related fields; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory or technical capacity involving the analysis and application of Workers' Compensation laws, rules and regulations, and participation in and supervision of Self Insurance programs and considerable employment in state and/or private industry management of Workers' Compensation and Self Insurance programs and allied insurance programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 25, 1993

Editorial Review: 3/15/03